PERSONNEL

QUALIFICATION

STANDARD

FOR

MAINTENANCE AND MATERIAL MANAGEMENT (3-M)

NAME (Rate/Rank) _____

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ACKNOWLEDGEMENTS

INTRODUCTION

PQS PROGRAM

This PQS program is a qualification system for officers and enlisted personnel where certification of a minimum level of competency is required prior to qualifying to perform specific duties. A PQS is a compilation of the minimum knowledge and skills that an individual must demonstrate in order to qualify to stand watches or perform other specific routine duties necessary for the safety, security or proper operation of a ship, aircraft or support system. The objective of PQS is to standardize and facilitate these qualifications.

CANCELLATION

This Standard cancels and supersedes NAVEDTRA 43241-G.

APPLICABILITY

This PQS is applicable to all Naval units and shore installations.

TAILORING

To command tailor this package, first have it reviewed by one or more of your most qualified individuals. Delete any portions covering systems and equipment not installed on your ship, aircraft or unit. Next, add any line items, fundamentals, systems and watchstations/workstations that are unique to your command but not already covered in this package. Finally, the package should be reviewed by the cognizant department head and required changes approved by the Commanding Officer or his designated representative. Retain the approved master copy on file for use in tailoring individual packages.

QUALIFIER

The PQS Qualifier is designated in writing by the Commanding Officer to sign off individual watchstations. Qualifiers will normally be E-5 or above and, as a minimum, must have completed the PQS they are authorized to sign off. The names of designated Qualifiers should be made known to all members of the unit or department. The means of maintaining this listing is at the discretion of individual commands. For more information on the duties and responsibilities of PQS Qualifiers, see the PQS Management Guide.

INTRODUCTION (CONT'D)

CONTENTS

PQS is divided into three sections. The 100 Section (Fundamentals) contains the fundamental knowledge from technical manuals and other texts necessary to satisfactorily understand the watchstation/workstation duties. The 200 Section (Systems) is designed to acquaint you with the systems you will be required to operate at your watchstation/workstation. The 300 Section (Watchstations) lists the tasks you will be required to satisfactorily perform in order to achieve final PQS qualification for a particular watchstation/workstation. All three sections may not apply to this PQS, but where applicable, detailed explanations are provided at the front of each section.

REFERENCES

The references used during the writing of this PQS package were the latest available to the workshop, however, the most current references available should be used when qualifying with this Standard. Classified references may be used in the development of PQS. If such references are used, do not make notes in this book as answers to questions in this Standard may be classified.

TRAINEE

Your supervisor will tell you which watchstations/workstations you are to complete and in what order. Before getting started, turn to the 300 Section first and find your watchstation/workstation. This will tell you what you should do before starting your watchstation/workstation tasks. You may be required to complete another PQS, a school, or other watchstations/workstations within this package. It will also tell you which fundamentals and/or systems from this package you must complete prior to qualification at your watchstation/workstation. If you have any questions or are unable to locate references, contact your supervisor or qualifier. Good luck!

PQS FEEDBACK REPORTS

This PQS was developed using information available at the time of writing. When equipment and requirements change, the PQS needs to be revised. The only way the PQS Development Group knows of these changes is by you, the user, telling us either in a letter or via the Feedback Report contained in the back of this book. You can tell us of new systems and requirements, or of errors you find.

SUMMARY OF CHANGES

CHANGES TO FUNDAMENTALS, SYSTEMS, AND WATCHSTATIONS:

Fundamental Title	Action	Comment
Skedport	Deleted	Duplicated material contained in Sked Fundamental
Equipment Tag-Out Procedures/Safety (Non-automated)	Modified	Included ORM
Shift Operations Management System (SOMS)	Added	Included information on SOMS system
Organizational Maintenance Management System Next-Generation (OMMS-NG)	Added	Included information on OMMS-NG Program

Watchstation Title	Action	Comment
Division Officer	Modified	Modified prerequisite to state graduates of SWOSCOL Division Officer Course (A-4H-0154) may satisfactorily meet the requirements of some Fundamentals from this PQS

WATCHSTATION REQUALIFICATIONS

Due to significant changes in policies, systems, or procedures, it is recommended that all personnel dealing with the subject matter of this PQS requalify in the following watchstations regardless of qualifications achieved in previous versions.

None.

ACRONYMS USED IN THIS PQS

Not all acronyms or abbreviations used in this PQS are defined here. The Subject Matter Experts from the Fleet who wrote this Standard determined the following acronyms or abbreviations may not be commonly known throughout their community and should be defined to avoid confusion. If there is a question concerning an acronym or abbreviation not spelled out on this page nor anywhere else in the Standard, use the references listed on the line item containing the acronym or abbreviation in question.

3-M	Maintenance and Material Management
ACN	Advance Change Notice
ACR	Allowance Change Request
ADM	Administrative Data Management
ADP	Automated Data Processing
AEL	Allowance Equipage List
APL	Allowance Parts List
ASG	Afloat Shopping Guide
ASI	Automated Shore Interface
ATIS	Advanced Technical Information System
AWR	Automated Work Request
BUMED	Bureau of Medicine
CAGE	Commercial and Government Entity Catalog
CASREP	Casualty Report
CD	Compact Disk
CDM	Configuration Data Manager
CDMD-OA	Configuration Data Manager Database Open Architecture
CD-ROM	Compact Disk – Read Only Memory
CNET	Chief of Naval Education and Training
COSAL	Coordinated Shipboard Allowance List
CNO	Chief of Naval Operations
CPU	Central Processing Unit
CSMP	Current Ship's Maintenance Project
DFS	Departure from Specifications
DLR	Depot Level Repairables
EGL	Equipment Guide List
EIC	Equipment Identification Code
FBR	Feedback Report
FEDLOG	Federal Logistics
FLTCINCs	Fleet Commanders in Chief
FR	Force Revision
FSCM	Federal Supply Code for Manufacturers
FTSC	Fleet Technical Support Center
GDAPL	General Distribution Allowance Parts Lists
HAZMAT	Hazardous Material
HMIS	Hazardous Material Identification System
HMUG	Hazardous Material User's Guide
IEM	Inactive Equipment Maintenance
IGL	Isolation Guide List

INSURV	Inspection and Survey
ISIC	Intermediate Superior In Command
IUC	Intermediate Unit Commander
JCN	Job Control Number
JSN	Job Sequence Number
LIRS	Line Item Record Sheet
LOEP	List of Effective Pages
LSD	Logistics Support Data
MA	Maintenance Action
MAMS	Maintenance Assistance Modules
MDS	Maintenance Data System
MILSTRAP	Military Standard Transaction Reporting Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIP	Maintenance Index Page
MR	Maintenance Requirement
MRC	Maintenance Requirement Card
MRMS	Maintenance Resource Management System, formerly Intermediate Maintenance Management System (IMMS)
MSDS	Material Safety Data Sheet
NAVICP	Navy Inventory Control Point
NAVSEALOGCEN	Naval Sea Logistics Center (Navy Maintenance Support Office Department)
NAVSEASYSCOM	Naval Sea Systems Command
NSDSA	Naval Sea Data Support Activity
OIC	Officer In Charge
OMMS	Organizational Maintenance Management System
OMMS-NG	Organizational Maintenance Management System Next Generation
ORM	Operational Risk Management
PMR	Periodic Maintenance Requirement
PMS	Planned Maintenance System
QDR	Quality Deficiency Report
RA	Repair Activity
RAD	Revised Alternative Dataflow
RIN	Record Identification Number
ROD	Report of Discrepancy
RPPO	Repair Parts Petty Officer
RSG/MCC	Readiness Support Group/Maintenance Coordinating Center
SCLSIS	Ship Configuration and Logistics Support Information System, replaces Ship Equipment Configuration Accounting System (SECAS)
SDIF	Standard Database Interface Format
SEF	Ship's Equipment File
SEL	Selected Equipment List
SFM	Supply Financial Management System
SFWL	Ship's Force Work List
SMS	System Management Subsystem
SNAP	Shipboard Nontactical Automated Data Processing Program

ACRONYMS USED IN THIS PQS (CONT'D)

SOEAPL	Summary of Effective Allowance Parts Lists
SOMS	Shift Operations Management System
SPAWARSYSCOM	Space and Naval Warfare Systems Command
SPMIG	Standard PMS Material Identification Guide
STEP	Shipboard Training Enhancement Program
SUD	Ship's Unique Data
SWAB	Ship Work Authorization Boundary
SWLIN	Ship Work Line Item Number
SYSCOM	Systems Command
TFBR	Technical Feedback Report
TGL	Tag Guide List
TORS	Tag-Out Record Sheet
TRS	Tag Record Sheet
TYCOM	Type Commander
UM	Unscheduled Maintenance
WC	Work Center
WCS	Work Center Supervisor

100 INTRODUCTION TO FUNDAMENTALS

100.1 INTRODUCTION

This PQS begins with a Fundamentals section covering the basic knowledge and principles needed to understand the equipment or duties to be studied. Normally, you would have acquired the knowledge required in the Fundamentals section during the school phase of your training. If you have not been to school or if you need a refresher, the references listed at the beginning of each fundamental will aid you in a self-study program. All references cited for study are selected according to their credibility and availability.

100.2 HOW TO COMPLETE

The fundamentals you will have to complete are listed in the watchstation (300 section) for each watchstation. You should complete all required fundamentals before starting the systems and watchstation portions of this PQS, since knowledge gained from fundamentals will aid you in understanding the systems and your watchstation tasks. When you feel you have a complete understanding of one fundamental or more, contact your Qualifier. If you are attempting initial qualification, your Qualifier will expect you to satisfactorily answer all line items in the fundamentals before signing off completion of that fundamental. If you are requalifying or have completed the appropriate schools, your Qualifier may require you to answer representative line items to determine if you have retained the necessary knowledge for your watchstation. If your command requires an oral board or written examination for final qualification, you may be asked any questions from the fundamentals required for your watchstation.

101 EQUIPMENT TAG-OUT PROCEDURES/SAFETY FUNDAMENTALS (NON-AUTOMATED)

References:

[a] OPNAVINST 3120.32C, Standard Organization and Regulations Manual of the U.S. Navy (SORM)
[b] OPNAVINST 5100.23D, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Ashore
[c] OPNAVINST 5100.19C, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat
[d] NAVSEA S0404-AD-URM-010/TUM, Tag-Out User's Manual (TUM)
[e] OPNAVINST 3500.39, Operational Risk Management
[f] COMNAVSURFPACINST 5101.2H CH-1, Equipment Tag-Out Procedures

101.1 Discuss the concept of ORM. [ref. e]

_____
(Signature and Date)

.2 Explain the following terms as they apply to ORM: [ref. e]

a. Identify hazards
b. Assess hazards
c. Make risk decisions
d. Implement controls
e. Supervise

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(Signature and Date)

.3 Discuss the purpose of the equipment tag-out procedures. [ref. d]

_____
(Signature and Date)

.4 Identify and explain the two types of tag-out procedures. [ref. d]

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(Signature and Date)

101 EQUIPMENT TAG-OUT PROCEDURES/SAFETY FUNDAMENTALS (NON-AUTOMATED) (CONT'D)

101.5   Explain the duties/responsibilities of the following individuals in regard to tag-outs:

a.   CO/OIC [ref. d]
b.   Watch/Duty Officer [ref. d]
c.   RA representative [ref. d]
d.   Authorizing Officer [ref. d]
e.   Assistant Authorizing Officer [ref. d]
f.   Work center representative [ref. a, ch. 630.17, sec. 6]
g.   Initial preparer (TORS) [ref. d]
h.   Independent reviewer (TORS) [ref. d]
i.   Person attaching a tag [ref. d]
j.   Person checking a tag [ref. d]
k.   Person clearing a tag [ref. d]

_____
(Signature and Date)

.6   Identify and state the purpose of the following:

a.   Caution tag [ref. d]
b.   Danger tag [ref. d]
c.   Out-of-commission label [ref. d]
d.   Out-of-calibration label [ref. d]
e.   Danger/Caution Tag-Out Index and Record of Audits [ref. d]
f.   Danger/caution TORS [ref. d]
g.   Instrument Log [ref. d, app. D]
h.   Tag-Out Log [ref. d]
i.   TGL [ref. d]
j.   IGL [ref. f]

_____
(Signature and Date)

.7   Identify the tag-out standards for the following: [ref. d, app. F]

a.   Mechanical
b.   Electrical
c.   Common industrial maintenance procedures

_____
(Signature and Date)

.8   Identify the minimum criteria for maintenance barriers. [ref. d, app. H]

_____
(Signature and Date)

101 EQUIPMENT TAG-OUT PROCEDURES/SAFETY FUNDAMENTALS (NON-AUTOMATED) (CONT'D)

101.9　Discuss the contents of a Tag-Out Log. [ref. d]

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(Signature and Date)

.10　Discuss the contents of the Work Center PMS Red Tag Record. [ref. d]

_____
(Signature and Date)

.11　Explain the actions to take when: [ref. d]

    a.　Tags are missing
    b.　Tags are damaged
    c.　Danger tag components are out of position or wrong component is tagged

_____
(Signature and Date)

.12　Discuss the tag-out audit procedures for the following: [ref. d]

    a.　Standard tag-out
    b.　PMS tag-out

_____
(Signature and Date)

.13　State the purpose and basic procedures of the following safety programs:

    a.　Electrical Safety [ref. c, ch. B7]
    b.　Hearing Conservation [ref. b, ch. 18; ref. c, ch. B4]
    c.　Shipboard Heat Stress Control [ref. c, ch. B2]
    d.　HAZMAT Use/Waste Handling and Disposal [ref. c, ch. B3]
    e.　Sight Conservation [ref. b, ch. 19]
    f.　Working Aloft [ref. c, ch. C8]
    g.　Asbestos [ref. c, ch. B1]

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(Signature and Date)

102 EQUIPMENT TAG-OUT PROCEDURES/SAFETY FUNDAMENTALS FOR THE SHIFT OPERATIONS MANAGEMENT SYSTEM (SOMS) (AUTOMATED)

References:

[a] OPNAVINST 3120.32C, Standard Organization and Regulations Manual of the U.S. Navy (SORM)
[b] OPNAVINST 5100.23D, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Ashore
[c] OPNAVINST 5100.19C, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat
[d] NAVSEA S0404-AD-URM-010/TUM, Tag-Out User's Manual (TUM)
[e] Shift Operations Management System (SOMS) Computer Program

102.1 Discuss the purpose of the equipment tag-out procedures. [ref. d]

_____
(Signature and Date)

.2 Explain the duties/responsibilities of the following individuals in regard to tag-outs:

    a. CO/OIC [ref. d]
    b. Watch/Duty Officer [ref. d]
    c. RA representative [ref. d]
    d. Authorizing Officer [ref. d]
    e. Assistant Authorizing Officer [ref. d]
    f. Work center representative [ref. a, ch. 630.17]
    g. Initial preparer (TORS) [ref. d]
    h. Independent reviewer (TORS) [ref. d]
    i. Person attaching a tag [ref. d]
    j. Person checking a tag [ref. d]
    k. Person clearing a tag [ref. d]

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(Signature and Date)

.3 Identify and state the purpose of the following:

    a. SOMS danger tag label [ref. e]
    b. SOMS caution tag label [ref. e]
    c. Standard tag-out [ref. e]
    d. Active tag-out [ref. e]
    e. Archived tag-out [ref. e]

102 EQUIPMENT TAG-OUT PROCEDURES/SAFETY FUNDAMENTALS FOR THE SHIFT OPERATIONS MANAGEMENT SYSTEM (SOMS) (AUTOMATED) (CONT'D)

102.3   f.   LIRS [ref. d, app. I]
       g.   TRS [ref. d, app. I]
       h.   Audit cover sheet [ref. e]
       i.   Audit location sheet [ref. e]

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(Signature and Date)

.4   Discuss the Line Item Driven Tag-Out system. [ref. e]

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(Signature and Date)

.5   State the procedures for logging-on to SOMS Tag-Out system. [ref. e]

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(Signature and Date)

.6   State the purpose of the equipment database and how system components are entered. [ref. e]

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(Signature and Date)

.7   State the procedures for creating a new tag-out in the standard and active tag-out folders. [ref. e]

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(Signature and Date)

.8   State the procedures for creating a new danger and caution line item in the standard tag-out folder. [ref. e]

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(Signature and Date)

.9   State the procedures for creating a new danger and caution line item in an active tag-out folder. [ref. e]

_____
(Signature and Date)

102 EQUIPMENT TAG-OUT PROCEDURES/SAFETY FUNDAMENTALS FOR THE SHIFT OPERATIONS MANAGEMENT SYSTEM (SOMS) (AUTOMATED) (CONT'D)

102.10   State the procedures followed for auditing tags. [ref. d, app. I]

_____
(Signature and Date)

.11   State the procedures for performing a tag roll. [ref. d, app. I]

_____
(Signature and Date)

.12   Discuss how SOMS tracks individuals performing different levels of verification on line items. [ref. e]

_____
(Signature and Date)

.13   Identify the tag-out standards for the following: [ref. d]

a.   Mechanical [app. F]
b.   Electrical [app. F]
c.   Common industrial maintenance procedures [app. H]

_____
(Signature and Date)

.14   Identify the minimum criteria for maintenance barriers. [ref. d, app. H]

_____
(Signature and Date)

.15   Discuss the contents of the Tag-Out Log. [ref. d]

_____
(Signature and Date)

.16   Explain the actions that must be taken when: [ref. d]

a.   Tags are missing
b.   Tags are damaged
c.   Danger tag components are out of position or wrong component is tagged

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(Signature and Date)

102   EQUIPMENT TAG-OUT PROCEDURES/SAFETY FUNDAMENTALS FOR THE SHIFT OPERATIONS MANAGEMENT SYSTEM (SOMS) (AUTOMATED) (CONT'D)

102.17   State the purpose and basic procedures of the following safety programs:

a.   Electrical Safety [ref. c, ch. B7]
b.   Hearing Conservation [ref. b, ch. 18; ref. c, ch. B4]
c.   Shipboard Heat Stress control [ref. c, ch. B2]
d.   HAZMAT Use/Waste Handling and Disposal [ref. c, ch. B3]
e.   Sight Conservation [ref. b]
f.   Working Aloft [ref. c, ch. C8]
g.   Asbestos [ref. c, ch. B1]

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(Signature and Date)

103   BASIC PLANNED MAINTENANCE SYSTEM (PMS) FUNDAMENTALS

References:

[a]   OPNAVINST 4790.4C, Ships' Maintenance and Material Management (3-M) System Manual
[b]   OPNAVINST 5100.19C, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat
[c]   CINCLANTFLT/CINCPACFLTINST 4790.3, Joint Fleet Maintenance Manual, Vol. IV
[d]   NAVSUP P-485, Naval Supply Procedures, Afloat Supply, Vol. 1

103.1   State the purpose of the 3-M system. [ref. a, ch. 1]

_____
(Signature and Date)

.2   Explain the duties of the following in reference to the 3-M system:

     a.   TYCOMs [ref. a, ch. 2]
     b.   CO [ref. a, ch. 2]
     c.   XO [ref. a, ch. 2]
     d.   3-M System Coordinator [ref. a, ch. 2]
     e.   Department Head [ref. a, ch. 2]
     f.   Division Officer [ref. a, ch. 2]
     g.   Departmental 3-M assistant [ref. a, ch. 2]
     h.   Group supervisor [ref. a, ch. 2]
     i.   WCS [ref. a, ch. 2]
     j.   Repair Parts/Supply Petty Officer [ref. d]
     k.   Maintenance personnel [ref. a, ch. 2]

_____
(Signature and Date)

.3   Define preventive and corrective maintenance. [ref. a, ch. 1]

_____
(Signature and Date)

.4   State the purpose for the following:

     a.   MRC [ref. a, ch. 3]
     b.   EGL [ref. a, ch. 3]
     c.   MIP [ref. a, ch. 3]
     d.   LOEP [ref. a, ch. 3]
     e.   Change page [ref. c]

103 BASIC PLANNED MAINTENANCE SYSTEM (PMS) FUNDAMENTALS (CONT'D)

103.4   f.   FBR [ref. a, ch. 3]
           g.   WC PMS Manual [ref. a, ch. 3]
           h.   Weekly PMS schedule [ref. a, ch. 3]
           i.   Quarterly PMS schedule [ref. a, ch. 3]
           j.   Cycle PMS schedule [ref. a, ch. 3]
           k.   13-Week Accountability Log [ref. c, ch. 31]
           l.   TGL [ref. a, ch. 3]
           m.   SPMIG [ref. a, ch. 3]
           n.   SCAT code [ref. a, ch. 3]
           o.   SYSCOM MRC control number [ref. a, ch. 3]
           p.   SYSCOM MIP control number [ref. a, ch. 3]
           q.   IEM [ref. a, ch. 4]
           r.   MSDS [ref. b, ch. B3]
           s.   HMUG [ref. b, ch. B3]

_____
(Signature and Date)

.5   Explain the action which must be taken when unsafe conditions are found in the performance of PMS. [ref. a, ch. 2]

_____
(Signature and Date)

.6   Identify the color, location, and purpose of the following MRCs: [ref. a, ch. 3]

     a.   Technically validated MRC
     b.   Preliminary
     c.   Classified

_____
(Signature and Date)

.7   Explain the periodicity codes and discuss the intervals of accomplishment for each of the following: [ref. a]

     a.   Calendar periodicity [ch. 3]
     b.   Non-calendar periodicity [ch. 3]
     c.   IEM [ch. 4]

_____
(Signature and Date)

103 BASIC PLANNED MAINTENANCE SYSTEM (PMS) FUNDAMENTALS (CONT'D)

103.8   Identify the procedures used to report discrepancies/deficiencies in the system. [ref. a, ch. 3]

_____
(Signature and Date)

.9   Explain the relationship between the following:

a.   LOEP and the MIP [ref. a, ch. 3]
b.   EGL and the MRCs [ref. a, ch. 3]
c.   TGL and the MRCs [ref. a, ch. 3]
d.   MIP and the MRCs [ref. a, ch. 3]
e.   Change page and LOEP [ref. c]

_____
(Signature and Date)

.10   Discuss the following types of safety precautions as they apply to an MRC: [ref. a, ch. 3]

a.   Warnings
b.   Cautions

_____
(Signature and Date)

104 ADVANCED PLANNED MAINTENANCE SYSTEM (PMS) FUNDAMENTALS

References:

[a]   OPNAVINST 4790.4C, Ships' Maintenance and Material Management (3-M) System Manual

104.1   Explain the primary duties of the following personnel related to the 3-M system: [ch. 2]

  a.   CNO
  b   FLTCINCs
  c.   Operational Commanders
  d.   TYCOMs
  e.   NAVSEASYSCOM
  f.   NAVSEASYSCOM Field Activities
  g.   FTSCs
  h.   SYSCOMs/BUMED
  i.   NAVSEALOGCEN
  j.   NSDSA
  k.   CNET
  l.   Fleet Training Commanders, Atlantic/Pacific
  m.   SPAWARSYSCOM

  _____
  (Signature and Date)

.2   State the purpose of the following: [ch. 3]

  a.   FR
  b.   3-M master PMS file
  c.   ACN
  d.   Urgent Feedback Report
  e.   TFBR

  _____
  (Signature and Date)

.3   Discuss methods used to record an unaccomplished maintenance. [ch. 3]

  _____
  (Signature and Date)

104 ADVANCED PLANNED MAINTENANCE SYSTEM (PMS) FUNDAMENTALS (CONT'D)

104.4 Explain the action which must be taken when equipment is not covered by PMS. [ch. 3]

_____
(Signature and Date)

.5 Discuss the procedures which must be used with locally developed MRs. [ch. 3]

_____
(Signature and Date)

.6 Explain the procedures for scheduling convenience/mandatory-related maintenance. [ch. 3]

_____
(Signature and Date)

.7 Discuss the use of dual periodicities. [ch. 3]

_____
(Signature and Date)

.8 Discuss the requirement for using the satisfied by higher level test symbol (¢). [ch. 3]

_____
(Signature and Date)

.9 Explain which block on the MRC may be changed at the shipboard level without requesting authorization from higher authority and its restrictions. [ch. 3]

_____
(Signature and Date)

.10 Explain the use of MIP scheduling aids. [ch. 3]

_____
(Signature and Date)

105   BASIC MAINTENANCE DATA SYSTEM (MDS) FUNDAMENTALS

References:

[a]   OPNAVINST 4790.4C, Ships' Maintenance and Material Management (3-M) System Manual

[b]   SPCCINST 4471.170A, Coordinated Shipboard Allowance List (COSAL) Use and Maintenance Manual

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105.1   Explain the purpose of this system. [ref. a, ch. 1]

_____
(Signature and Date)

.2   Explain the use/purpose of the following:

a.   EIC [ref. a, app. A]
b.   APL/AEL [ref. a, app. A]
c.   JSN [ref. a, app. A]
d.   JCN [ref. a, app. A]
e.   OPNAV 4790/2K [ref. a, app. B]
f.   Supplemental Form (OPNAV 4790/2L) [ref. a, app. B]
g.   Ship's Configuration Change Form (OPNAV 4790/CK) [ref. a, app. B]
h.   Supply requisition forms (DD Form 1348 and NAVSUP Forms 1250-1, 1250-2) [ref. b, ch. 4]
i.   CSMP [ref. a, ch. 6]
j.   COSAL [ref. b, ch. 1]
k.   MAMS [ref. b, ch. 5]
l.   DLR [ref. b, ch. 5]

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(Signature and Date)

.3   Explain the purpose of the following (non-automated): [ref. a, ch. 6]

a.   JSN Log
b.   SFWL
c.   Deferred MA
d.   Completed previously deferred MA
e.   Completed without prior deferral MA
f.   Suspense file

_____
(Signature and Date)

.4   Discuss the procedures in validating an equipment record. [ref. b, ch. 1]

_____
(Signature and Date)

106   ADVANCED MAINTENANCE DATA SYSTEM (MDS) FUNDAMENTALS

References:

[a]   OPNAVINST 4790.4C, Ships' Maintenance and Material Management (3-M) System Manual
[b]   NAVSEA SL790-AB-URM-010/3-M, Ships' Maintenance and Material Management Data System Users Manual
[c]   OMMS-NG User's Guide/System Help Files
[d]   Micro SNAP II Maintenance Data Subsystem (MDS) Desk Top Guide

106.1   Explain the use/purpose of the following:

   a.   Board of INSURV [ref. a, ch. 9]
   b.   SNAP [ref. b, ch. 3]
   c.   SEL [ref. a, ch. 6]
   d.   OMMS-NG [ref. c]
   e.   Micro SNAP [ref. d]

   _____
   (Signature and Date)

.2   Explain the relationship between the SFWL, JSN Log, and supply documents. [ref. a, ch. 6]

   _____
   (Signature and Date)

.3   Discuss the purpose and use of shipboard CSMP. [ref. a, ch. 6]

   _____
   (Signature and Date)

.4   Discuss the duties and responsibilities of CDM. [ref. a, ch. 1]

   _____
   (Signature and Date)

.5   Discuss the importance of configuration changes. [ref. a, ch. 6]

   _____
   (Signature and Date)

107 BASIC SHIPBOARD NONTACTICAL AUTOMATED DATA PROCESSING PROGRAM (SNAP) FUNDAMENTALS

References:

[a]   NAVMASSO Document M-0130-003/UM-003.2 (01 Jul 96), Shipboard Nontactical ADP Program (SNAP) I Organizational Maintenance Management System (OMMS) User's Manual
[b]   NAVMASSO Document M-0004/UM-0001F (Sep 88), Shipboard Nontactical ADP Program (SNAP) II Maintenance Data Subsystems (MDS) User's Manual
[c]   NAVSEA SE610-BV-PRO-010 (1 Jul 95), SNAP II Desk Top Guides, Vol. 5, ASI Processing Procedures
[d]   NAVSEA SE610-BV-PRO-010 (1 Jul 95), SNAP II Desk Top Guides, Vol. 6, MDS Reports
[e]   NAVSEA SL790-AB-URM-010/3-M, Ships' Maintenance and Material Management Data System User's Manual
[f]   NAVSEA SO752-AA-SPN-010/SCLSIS Technical Specification 900-700-C, Ship Configuration and Logistics Support Information System
[g]   SPCCINST 4441.170A, Coordinated Shipboard Allowance List (COSAL) Use and Maintenance Manual
[h]   Micro SNAP II Maintenance Data Subsystem (MDS) Desk Top Guide
[i]   OPNAVINST 4790.4C, Ships' Maintenance Material Management (3-M) Manual
[j]   Naval Tactical Command Support System (NTCSS) Systems Administration Manual
[k]   NAVSEASYSCOM Document No. IS-276, RADCOM for Windows Installation Guide
[l]   NAVSUP P-485, Naval Supply Procedures, Afloat Supply, Vol. 1

107.1   Discuss the following systems/subsystems:

    a.   SNAP 1 [ref. a, sec. 2]
    b.   SNAP II/Ported SNAP [ref. b]
    c.   Micro SNAP [ref. h]
    d.   SMS [ref. b]
    e.   SFM [ref. b]
    f   ADM [ref. b]
    g.   MDS [ref. e, ch. 2]

    _____
    (Signature and Date)

.2   Discuss the following terms:

    a.   User ID [ref. a]
    b.   Password [ref. a]
    c.   Stand-alone computers [ref. h]
    d.   Sign-on/log-off [refs. a, b]

107 BASIC SHIPBOARD NONTACTICAL AUTOMATED DATA PROCESSING PROGRAM (SNAP) FUNDAMENTALS (CONT'D)

107.2   e.   Batch job [ref. a]
          f.   Terminal message [ref. b]
          g.   Queue [refs. a, b]
          h.   Access [ref. b]
          i.   CPU [ref. b]
          j.   Menu/menu drive [ref. b]
          k.   Peripheral equipment [ref. b]
          l.   SCLSIS [ref. f]
          m.   CDMD-OA [ref. f]
          n.   ASI [ref. c]
          o.   RAD [ref. k]

          _____
          (Signature and Date)

.3   Discuss the following casualty responses:

          a.   Non-fatal error message [ref. b]
          b.   Sign-on failure [refs. a, b]

          _____
          (Signature and Date)

.4   Explain the functional relationship of the following personnel:

          a.   Basic user/maintenance person [ref. i]
          b.   Repair Parts/Supply Petty Officer [ref l]
          c.   WCS [ref. i]
          d.   Division Officer [ref. i]
          e.   Department Head [ref. i]
          f.   3-M Coordinator [ref. i]
          g.   Systems Coordinator [ref. j]

          _____
          (Signature and Date)

107   BASIC SHIPBOARD NONTACTICAL AUTOMATED DATA PROCESSING PROGRAM (SNAP) FUNDAMENTALS (CONT'D)

107.5   Explain the purpose of the following output files:

      a.   CSMP reports [ref. a]
      b.   SEF Analysis Report [ref. d]
      c.   SWAB/SWLIN directory [ref. d]
      d.   SOEAPL [refs. a, d]
      e.   Logistics support data reports [refs. a, d]

_____

(Signature and Date)

.6   State the purpose of the following files:

      a.   Equipment [refs. a, b]
      b.   APL [refs. a, b]
      c.   COSAL [ref. g, ch. 1]
      d.   LSD [refs. a, b]

_____

(Signature and Date)

108 ADVANCED SHIPBOARD NONTACTICAL AUTOMATED DATA PROCESSING PROGRAM (SNAP) FUNDAMENTALS

References:

[a]   NAVMASSO Document M-0130-003/UM-003.2 (01 Jul 96), Shipboard Nontactical ADP Program (SNAP) I Organizational Maintenance Management System (OMMS) User's Manual

[b]   NAVMASSO M-0004/UM-001H (1 Mar 93), Shipboard Nontactical ADP Program (SNAP) II Maintenance Data System (MDS) User's Manual

[c]   NAVSEA SE610-BV-PRO-020 (1 Jul 95), SNAP II Desk Top Guides, Vol. 2, CSMP (2K), Maintenance Procedures

[d]   NAVSEA SE610-BV-PRO-010 (1 Jul 95), SNAP II Desk Top Guides, Vol. 6, MDS Reports

[e]   NAVSEA SE610-BV-PRO-010 (1 Jul 95), SNAP II Desk Top Guides, Vol. 5, ASI Processing Procedures

[f]   NAVSEA SE610-BV-PRO-010 (1 Jul 95), SNAP II Desk Top Guides, Vol. 4, Work Package Processing Procedures

[g]   NAVSUP P-485, Naval Supply Procedures, Afloat Supply, Vol. 1

108.1   Explain the purpose of the following output files:

    a.   CSMP reports [refs. a thru d]
    b.   Automated shore interface reports [refs. a, b, e]
    c.   Work package [refs. a, b, f]
    d.   Printed suspense statistical summary [refs. a, b, d]
    e.   Files/tape of APL related data [refs. a, b]
    f.   3-M Up-Line Report [refs. a, b]
    g.   Trouble Log processing (on-line help) [refs. a, b]
    h.   Printed management reports [refs. a, b]
    i.   On-line management reports [ref. a, ch. MFS; ref. d]
    j.   Pre-transmittal review [refs. a thru c]
    k.   Subsystem manager functions [ref. b]
    l.   SEF summary reports [refs. a, b]
    m.   SEF validation sheets [refs. a, b]
    n.   Equipment File Analysis Report [refs. a, b, e]
    o.   SOEAPL [refs. a, b, d]
    p.   SWAB/SWLIN Directory [ref. a, b, d]
    q.   RPPO Log [ref. g]

_____
(Signature and Date)

109 BASIC ORGANIZATIONAL MAINTENANCE MANAGEMENT SYSTEM NEXT GENERATION (OMMS-NG) FUNDAMENTALS

References:

[a]   OMMS-NG User's Guide/System Help Files

109.1   Explain the following terminology:

a.   Work candidate
b.   Availabilities
c.   Ships/CDM RIN
d.   Configuration alteration
e.   Configuration change
f.   Configuration item record
g.   Permission level
h.   Permissions
i.   Person
j.   Role
k.   User

_____
(Signature and Date)

.2   Explain the use of the following common toolbars and menu options:

a.   New
b.   Open
c.   New List
d.   List Manager
e.   Print Server File
f.   Add>Configuration Alteration
g.   Add>DFS
h.   Messages

_____
(Signature and Date)

.3   Explain the following configuration item menu options:

a.   Add>Work Candidate
b.   Clone
c.   View>History
d.   Wizard

_____
(Signature and Date)

109　Basic Organizational Maintenance Management System Next Generation (OMMS-NG) Fundamentals (Cont'd)

109.4　Explain the following work candidate menu options:

    a.　CASREP
    b.　2 LIMA
    c.　Meter Reading
    d.　IUC/Site/TYCOM
    e.　History
    f.　Generate AWR

_____
(Signature and Date)

.5　Explain the following command buttons:

    a.　Apply
    b.　Cancel
    c.　Clear All
    d.　Close
    e.　Delete
    f.　Help
    g.　New
    h.　OK
    i.　Quick Select
    j.　Save
    k.　Select All
    l.　View
    m.　YES/NO

_____
(Signature and Date)

110   ADVANCED ORGANIZATIONAL MAINTENANCE MANAGEMENT SYSTEM NEXT GENERATION (OMMS-NG) FUNDAMENTALS

References:

[a]   OMMS-NG User's Guide/System Help Files

110.1   Discuss the following as applied to up-line reporting and ASI processing:

      a.   TYCOM
      b.   NAVSEALOGCEN
      c.   NAVICP
      d.   CDM
      e.   SPAWAR
      f.   RAD
      g.   MRMS/RSG

(Signature and Date)

    .2   Explain the purpose of the following output files:

      a.   Work candidate reports
      b.   Configuration item reports
      c.   Availability reports
      d.   Summary of effective APL/AEL reports
      e.   COSAL reports
      f.   User reports

(Signature and Date)

    .3   Explain the following review and approval menu options:

      a.   Filter
      b.   Quick Select
      c.   Remarks
      d.   History

(Signature and Date)

110 **A**DVANCED **O**RGANIZATIONAL **M**AINTENANCE **M**ANAGEMENT **S**YSTEM **N**EXT **G**ENERATION **(OMMS-NG) F**UNDAMENTALS **(C**ONT'D**)**

110.4   Explain the following correction menu options:

        a.   Insert
        b.   Delete
        c.   Change or View Work Candidate
        d.   Re-assign Configuration Item
        e.   Re-assign Identifier>Work Center
        f.   Re-assign Identifier>JSN

_____
(Signature and Date)

.5   Explain the following start server process screen options:

        a.   3M Up-line of All Reviewed Actions
        b.   ASI processing
        c.   Bulk Load
        d.   CSMP Report of All Deferred Work Candidates
        e.   SDIF Reconciliation File

_____
(Signature and Date)

111 SKED FUNDAMENTALS

References:

[a]   Sked Help Files

111.1   Discuss the purpose of the Sked Program.

_____
(Signature and Date)

.2   Discuss the following as related to the Sked Program:

a.   Using Sked on a network/stand-alone computer
b.   Installing Sked from a CD
c.   Creating installation disks to install Sked
d.   Starting Sked
e.   Creating a new WC manually
f.   Creating a new WC using PMS CD
g.   Modifying PMS data:
    1.   Resolving dual periodicity codes/changing MRC information
    2.   Viewing component descriptions
    3.   Adding component names
    4.   Related maintenance
h.   Validating PMS data
i.   Performing FRs/ACN/administrative changes
j.   Uses of Sked passwords
k.   Using password versus read-only mode
l.   Printing schedules
m.   Assigning maintenance responsibility
n.   Using all Sked toolbars/menu

_____
(Signature and Date)

112 REPAIR PARTS/SUPPLY PETTY OFFICER FUNDAMENTALS

References:

[a]   OPNAVINST 4790.4C, Ships' Maintenance and Material Management (3-M)
       System Manual
[b]   SPCCINST 4441-170A, Coordinated Shipboard Allowance List (COSAL) Use and
       Maintenance Manual
[c]   NAVSUP P-485, Naval Supply Procedures, Afloat Supply, Vol. 1
[d]   NAVSUPINST 4200.94, Department of Navy Policies for the Implementation of the
       Government-Wide Commercial Purchase Card Program (GCPC)
[e]   NAVSEA SE610-BV-PRO-020, SNAP II Desk Top Guides, Vol. 2,
       CSMP (2K) Maintenance Procedures
[f]   NAVSEA SE610-BV-PRO-030, SNAP II Desk Top Guides, Vol. 3, CK Maintenance
       Procedures
[g]   OMMS-NG User's Guide/Systems Help Files

112.1   State the purpose for the following:

         a.   Standard requisition forms (NAVSUP Forms 1250-1 and 1250-2)
              [ref. a, ch. 3]
         b.   Navy Purchase Card [ref. d]
         c.   Mandatory Turn-In Form (DD Form 1348-1) [ref. c, ch 8]
         d.   Report of Survey (DD Form 200) [ref. c, ch. 5]
         e.   COSAL Feedback Report (NAVSUP 1371) [ref. b, ch. 1]
         f.   Requisition Invoice Shipping Document (DD Form 1149) [ref. c, ch. 3]

         _____
         (Signature and Date)

   .2   State the purpose of NAVSUP P-2002. [ref. c, ch. 5]

         _____
         (Signature and Date)

   .3   State the purpose of a COSAL database. [ref. b, chs. 1, 10]

         _____
         (Signature and Date)

   .4   Explain the importance of a properly updated COSAL database. [ref. b, ch. 1]

         _____
         (Signature and Date)

112   REPAIR PARTS/SUPPLY PETTY OFFICER FUNDAMENTALS (CONT'D)

112.5   Discuss the procedures for updating the COSAL database. [ref. b, ch. 1; ref. f]

_____
(Signature and Date)

.6   Explain the purpose of the COSAL tool GDAPL. [ref. b, ch. 1]

_____
(Signature and Date)

7.   Explain the purpose of a CASREP. [ref. c, ch. 3]

_____
(Signature and Date)

.8   Discuss the relationship between a CASREP and the following:

a.   3-M system [ref. a, ch. 1]
b.   Supply system [ref. c, ch. 2]

_____
(Signature and Date)

.9   Discuss how repair parts and consumable items are ordered using SNAP/OMMS-NG. [refs. e, g]

_____
(Signature and Date)

.10   Discuss the importance of configuration change as it applies to repair parts. [ref. b, ch. 1; ref. f]

_____
(Signature and Date)

300 INTRODUCTION TO WATCHSTATIONS

300.1 INTRODUCTION

The Watchstation section of your PQS is where you get a chance to demonstrate to your Qualifier that you can put the knowledge you have gained in the previous sections to use. It allows you to practice the tasks required for your watchstation and to handle abnormal conditions and emergencies. Before starting your assigned tasks, you must complete the prerequisites that pertain to the performance of that particular task. Satisfactory completion of all prerequisites is required prior to achievement of final watchstation qualification.

300.2 FORMAT

Each watchstation in this section contains:

- A FINAL QUALIFICATION PAGE, which is used to obtain the required signatures for approval and recording of Final Qualification.

- PREREQUISITES, which are items that must be certified completed before you can begin qualification for a particular watchstation. Prerequisites may include schools, watchstation qualifications from other PQS books, and fundamentals, systems, or watchstation qualifications from this book. Prior to signing off each prerequisite line item, the Qualifier must verify completion from existing records. Record the date of actual completion, not the sign-off date.

- WATCHSTATION Performance, which is the practical factors portion of your qualification. The performance is broken down as follows:

  Tasks (routine operating tasks that are performed frequently)
  Infrequent Tasks
  Abnormal Conditions
  Emergencies
  Training Watches

If there are multiple watchstations, a QUALIFICATION PROGRESS SUMMARY will appear at the end of the Standard.

300   INTRODUCTION TO WATCHSTATIONS (CONT'D)

300.3   OPERATING PROCEDURES

The PQS deliberately makes no attempt to specify the procedures to be used to complete a task or control or correct a casualty. The only proper sources of this information are the technical manuals, Engineering Operational Sequencing System (EOSS), Naval Air Training and Operating Procedures Standardization (NATOPS) or other policy-making documents prepared for a specific installation or a piece of equipment. Additionally, the level of accuracy required of a trainee may vary from school to school, ship to ship, and squadron to squadron based upon such factors as mission requirements. Thus, proficiency may be confirmed only through demonstrated performance at a level of competency sufficient to satisfy the Commanding Officer.

300.4   DISCUSSION ITEMS

Though actual performance of evolutions is always preferable to observation or discussion, some items listed in each watchstation may be too hazardous or time consuming to perform or simulate. Therefore, you may be required to discuss such items with your Qualifier.

300.5   NUMBERING

Each Final Qualification is assigned both a watchstation number and a NAVEDTRA Final Qualification number. The NAVEDTRA number is to be used for recording qualifications in service and training records.

300.6   HOW TO COMPLETE

After completing the required prerequisites applicable to a particular task, you may perform the task under the supervision of a qualified watchstander. If you satisfactorily perform the task and can explain each step, your Qualifier will sign you off for that task. After all line items have been completed, your Qualifier will verify Final Qualification by signing and dating the Final Qualification pages.

301   MAINTENANCE PERSON

NAME_____ RATE/RANK_____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors *give away* their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified MAINTENANCE PERSON (NAVEDTRA 43241-H).

RECOMMENDED_____ DATE_____
                     Supervisor

RECOMMENDED_____ DATE_____
                     3-M Coordinator

RECOMMENDED_____ DATE_____
                     Division Officer

RECOMMENDED_____ DATE_____
                     Department Head

QUALIFIED_____ DATE_____
            Commanding Officer or Designated Representative

SERVICE RECORD ENTRY_____ DATE_____

301   **MAINTENANCE PERSON**

Estimated completion time: 12 weeks

301.1   PREREQUISITES

**FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS
SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT
MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.**

301.1.1   FUNDAMENTALS FROM THIS PQS:

101   Equipment Tag-Out Procedures/Safety (Non-Automated)

Completed _____ 8% of Watchstation
        (Qualifier and Date)

102   Equipment Tag-Out Procedures/Safety for the Shift Operations
        Management System (SOMS) (Automated)

Completed _____ 8% of Watchstation
        (Qualifier and Date)

103   Basic Planned Maintenance System (PMS)

Completed _____ 8% of Watchstation
        (Qualifier and Date)

105   Basic Maintenance Data System (MDS)

Completed _____ 8% of Watchstation
        (Qualifier and Date)

107   Basic Shipboard Nontactical Automated Data Processing Program (SNAP)

Completed _____ 9% of Watchstation
        (Qualifier and Date)

109   Basic Organizational Maintenance Management System Next Generation
        (OMMS-NG)

Completed _____ 9% of Watchstation
        (Qualifier and Date)

301 MAINTENANCE PERSON (CONT'D)

301.2 <u>TASKS</u>

For the tasks listed below:

A. What are the steps of this procedure?
B. What are the reasons for each step?
C. What safety precautions must be observed?
D. Satisfactorily perform applicable tasks IAW automated PMS/MDS.
E. Satisfactorily perform this task.

		Questions
301.2.1	Review weekly PMS schedule for individual maintenance assignments	A B D E

_____
(Signature and Date)

.2 Draw MRC and verify it against the WC PMS manual   A B D E

_____
(Signature and Date)

.3 Review and comply with applicable chapters of required safety
manuals/instructions for the MRC (2 times)   A B D E

_____
(Signature and Date)

_____
(Signature and Date)

.4 Identify HAZMAT and demonstrate proper personal protective
equipment/handling/disposal procedures IAW HMUG/MSDS   A B C D E

_____
(Signature and Date)

.5 Replace missing MRC   A B D E

_____
(Signature and Date)

.6 Identify the tools/parts/material items from the MRC using the SPMIG   A B D E

_____
(Signature and Date)

301 MAINTENANCE PERSON (CONT'D)

			Questions
301.2.7	Perform PMR using MRC and associated EGL		A B C D E

_____
(Signature and Date)

.8	Perform PMR utilizing standard tag-out procedures	A B C D E

_____
(Signature and Date)

.9	Perform PMR utilizing PMS tag-out procedures (laminated)	A B C D E

_____
(Signature and Date)

.10	Perform a tag-out utilizing SOMS (automated)	A B C D E

_____
(Signature and Date)

.11	Report accomplished/non-accomplished maintenance requirements to WCS	A B D E

_____
(Signature and Date)

.12	Submit manual and automated PMS FBRs	A B D E

_____
(Signature and Date)

.13	Log on/log off to automated MDS	A B D E

_____
(Signature and Date)

.14	Submit a deferred MA	A B D E

_____
(Signature and Date)

.15	Add a work candidate (OMMS-NG)	A B D E

_____
(Signature and Date)

301   Maintenance Person (Cont'd)

301.2.16 Submit a completed deferred MA   A B D E

_____
(Signature and Date)

.17 Submit a completed MA without a prior deferral   A B D E

_____
(Signature and Date)

.18 Submit a completed work candidate (OMMS-NG)   A B D E

_____
(Signature and Date)

.19 Submit a supplemental form (OPNAV 4790/2L)   A B D E

_____
(Signature and Date)

.20 Submit changes/corrections to previously submitted MA   A B D E

_____
(Signature and Date)

.21 Modify work candidate (OMMS-NG)   A B D E

_____
(Signature and Date)

.22 Add MA in SFWL/JSN Log (non-automated)   A B D E

_____
(Signature and Date)

.23 View and print reports (OMMS-NG)   A B D E

_____
(Signature and Date)

.24 Complete MAs in SFWL/JSN Log (non-automated)   A B D E

_____
(Signature and Date)

301 MAINTENANCE PERSON (CONT'D)

301.2.25   Add job to Trouble Log (SNAP)   A B D E

    _____
    (Signature and Date)

.26   Validate equipment record/configuration item   A B D E

    _____
    (Signature and Date)

COMPLETED .2 AREA COMPRISES 50% OF WATCHSTATION.

301.3   INFREQUENT TASKS – None to be discussed.

301.4   ABNORMAL CONDITIONS– None to be discussed.

301.5   EMERGENCIES – None to be discussed.

301.6   WATCHES – None.

301.7   EXAMINATIONS   (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

301.7.1   EXAMINATIONS   Pass a written examination

    _____
    (Signature and Date)

.2   EXAMINATIONS   Pass an oral examination board

    _____
    (Signature and Date)

302   REPAIR PARTS/SUPPLY PETTY OFFICER

NAME_____ RATE/RANK_____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors *give away* their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified REPAIR PARTS/SUPPLY PETTY OFFICER (NAVEDTRA 43241-H).

RECOMMENDED_____ DATE_____
                                    Supervisor

RECOMMENDED_____ DATE_____
                                    3-M Coordinator

RECOMMENDED_____ DATE_____
                                    Division Officer

RECOMMENDED_____ DATE_____
                                    Department Head

QUALIFIED_____ DATE_____
                    Commanding Officer or Designated Representative

SERVICE RECORD ENTRY_____ DATE_____

302   REPAIR PARTS/SUPPLY PETTY OFFICER

Estimated completion time: 4 weeks

302.1   PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

302.1.1   WATCHSTATIONS FROM THIS PQS:

301   Maintenance Person

Completed _____
            (Qualifier and Date)

.2   FUNDAMENTALS FROM THIS PQS:

112   Repair Parts/Supply Petty Officer

Completed _____ 50% of Watchstation
            (Qualifier and Date)

302.2   TASKS

For the tasks listed below:

A.   What are the steps of this procedure?
B.   What are the reasons for each step?
C.   What safety precautions must be observed?
D.   Satisfactorily perform applicable tasks IAW automated PMS/MDS.
E.   Satisfactorily perform this task.

                                                                    Questions

302.2.1   Perform the following:

a.   Order parts listed in COSAL   A B D E

_____
(Signature and Date)

b.   Order parts not listed in COSAL   A B D E

_____
(Signature and Date)

302 REPAIR PARTS/SUPPLY PETTY OFFICER (CONT'D)

302.2.1   c.   Order non-maintenance related parts   A B D E

_____
(Signature and Date)

     d.   Order items using Navy Purchase Card   A B E

_____
(Signature and Date)

     e.   Execute work candidate history (OMMS-NG)   A B D E

_____
(Signature and Date)

   .2   Fill out the following:

     a.   Standard requisition forms (NAVSUP Forms 1250-1 and 1250-2)   A B D E

_____
(Signature and Date)

     b.   Mandatory Turn-In (DD Form 1348-1)   A B E

_____
(Signature and Date)

     c.   OPTAR Log (NAVCOMPT Form 1255) (non-automated)   A B E

_____
(Signature and Date)

     d.   Expressmart Shopping List (NAVSUP 1314)   A B E

_____
(Signature and Date)

     e.   Survey Report (DD Form 200)   A B E

_____
(Signature and Date)

     f.   Fleet COSAL FBR (NAVSUP 1371)   A B D E

_____
(Signature and Date)

302   REPAIR PARTS/SUPPLY PETTY OFFICER (CONT'D)

302.2.2   g.   ACR (NAVSUP 1220-2)   A B E

_____
(Signature and Date)

h.   QDR (SF 368)   A B E

_____
(Signature and Date)

i.   ROD (SF 364)   A B E

_____
(Signature and Date)

.3   Review and extract information for the following using publications,
CD-ROM, and websites:

a.   HMIS   A B E

_____
(Signature and Date)

b.   CAGE/FSCM   A B E

_____
(Signature and Date)

c.   ASG   A B E

_____
(Signature and Date)

d.   NAVSUP P-2002 (list of forms and publications)   A B E

_____
(Signature and Date)

e.   NAVSUP 409 (MILSTRIP/MILSTRAP Desk Top Guide)   A B E

_____
(Signature and Date)

302 REPAIR PARTS/SUPPLY PETTY OFFICER (CONT'D)

302.2.3   f.   COSAL   A B D E

_____
(Signature and Date)

       g.   Equipment drawings and schematics (ATIS)   A B E

_____
(Signature and Date)

       h.   FEDLOG   A B E

_____
(Signature and Date)

       i.   GDAPL   A B E

_____
(Signature and Date)

       j.   SPMIG   A B E

_____
(Signature and Date)

.4   Determine status of outstanding requisitions utilizing the MILSTRIP/
MILSTRAP Desk Top Guide   A B D E

_____
(Signature and Date)

.5   Receive, verify, and reissue controlled material (MAMS, DLR sub-safe,
level 1, controlled equipage, classified material)   A B E

_____
(Signature and Date)

.6   Document material receipts   A B E

_____
(Signature and Date)

.7   Properly identify and handle HAZMAT   A B C D E

_____
(Signature and Date)

302 REPAIR PARTS/SUPPLY PETTY OFFICER (CONT'D)

Questions

302.2.8   Properly identify material unit of issue   A B E

_____
(Signature and Date)

    .9   Maintain WC RPPO Log   A B D E

_____
(Signature and Date)

COMPLETED .2 AREA COMPRISES 50% OF WATCHSTATION.

302.3   INFREQUENT TASKS – None to be discussed.

302.4   ABNORMAL CONDITIONS– None to be discussed.

302.5   EMERGENCIES – None to be discussed.

302.6   WATCHES – None.

302.7   EXAMINATIONS   (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

302.7.1   EXAMINATIONS   Pass a written examination

_____
(Signature and Date)

    .2   EXAMINATIONS   Pass an oral examination board

_____
(Signature and Date)

303 WORK CENTER SUPERVISOR (WCS)

NAME_____ RATE/RANK_____

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A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified WORK CENTER SUPERVISOR (WCS) (NAVEDTRA 43241-H).

RECOMMENDED_____ DATE_____
                                    Supervisor

RECOMMENDED_____ DATE_____
                                    3-M Coordinator

RECOMMENDED_____ DATE_____
                                    Division Officer

RECOMMENDED_____ DATE_____
                                    Department Head

QUALIFIED_____ DATE_____
                    Commanding Officer or Designated Representative

SERVICE RECORD ENTRY_____ DATE_____

303   WORK CENTER SUPERVISOR (WCS)

Estimated completion time: 12 weeks

303.1   <u>PREREQUISITES</u>

**FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS
SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT
MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.**

303.1.1   SCHOOLS:

3-M Shipboard Training Enhancement Program (STEP CD-ROM) (RECOMMENDED)

Completed _____
                 (Qualifier and Date)

.2   WATCHSTATIONS FROM THIS PQS:

302   Repair Parts/Supply Petty Officer

Completed _____
                 (Qualifier and Date)

.3   FUNDAMENTALS FROM THIS PQS:

104   Advanced Planned Maintenance System (PMS)

Completed _____ 10% of Watchstation
                 (Qualifier and Date)

106   Advanced Maintenance Data System (MDS)

Completed _____ 10% of Watchstation
                 (Qualifier and Date)

108   Advanced Shipboard Nontactical Automated Data Processing
            Program (SNAP)

Completed _____ 10% of Watchstation
                 (Qualifier and Date)

303 WORK CENTER SUPERVISOR (WCS) (CONT'D)

303.1.3　110　Advanced Organizational Maintenance Management System
　　　　　　　　Next Generation (OMMS-NG)

Completed _____ 10% of Watchstation
　　　　　(Qualifier and Date)

111　Sked

Completed _____ 10% of Watchstation
　　　　　(Qualifier and Date)

303.2　　TASKS

For the tasks listed below:

A.　What are the steps of this procedure?
B.　What are the reasons for each step?
C.　Satisfactorily perform this task IAW automated PMS/MDS.
D.　Satisfactorily perform this task.

Questions

303.2.1　Maintain SFWL/JSN Log within a WC (non-automated)　　　　A B D

_____
(Signature and Date)

.2　Review and forward a deferred MA/work candidate　　　　A B C D

_____
(Signature and Date)

.3　Review and forward a completed MA/work candidate　　　　A B C D

_____
(Signature and Date)

.4　Delete work candidate (OMMS-NG)　　　　A B C D

_____
(Signature and Date)

303　WORK CENTER SUPERVISOR (WCS) (CONT'D)

303.2.5　Submit a completed Ship's Configuration Change Form
(OPNAV 4790/CK) (SNAP)　　　　　　　　　　　　　　　　A B C D

_____
(Signature and Date)

.6　Add configuration item (OMMS-NG)　　　　　　　　　　A B C D

_____
(Signature and Date)

.7　Modify configuration item/record　　　　　　　　　　A B C D

_____
(Signature and Date)

.8　Delete configuration item/record　　　　　　　　　　A B C D

_____
(Signature and Date)

.9　Add configuration alteration　　　　　　　　　　　　A B C D

_____
(Signature and Date)

.10　Add logistics support data item　　　　　　　　　　A B C D

_____
(Signature and Date)

.11　Modify logistics support data item　　　　　　　　A B C D

_____
(Signature and Date)

.12　Delete logistic support data item　　　　　　　　　A B C D

_____
(Signature and Date)

.13　Print logistics support data reports　　　　　　　A B C D

_____
(Signature and Date)

303   WORK CENTER SUPERVISOR (WCS) (CONT'D)

303.2.14   Verify accuracy of complete CSMP Report   A B C D

_____
(Signature and Date)

.15   Propose additions to work package   A B C D

_____
(Signature and Date)

.16   Post/update job status   A B C D

_____
(Signature and Date)

.17   Review Trouble Log for WC   A B C D

_____
(Signature and Date)

.18   Perform pre-transmittal review   A B C D

_____
(Signature and Date)

.19   Review and forward corrections to the following documents:

    a.   OPNAV 4790/2K   A B C D

_____
(Signature and Date)

    b.   OPNAV 4790/CK   A B C D

_____
(Signature and Date)

    c.   OPNAV 4790/2L   A B D

_____
(Signature and Date)

.20   Install FR   A B C D

_____
(Signature and Date)

303 WORK CENTER SUPERVISOR (WCS) (CONT'D)

303.2.21 Import and build a WC using Navy PMS CD (Sked)   A B C D

_____

(Signature and Date)

.22 Prepare the following PMS schedules:

    a.   Cycle   A B C D

_____

(Signature and Date)

    b.   Quarterly   A B C D

_____

(Signature and Date)

    c.   Weekly   A B C D

_____

(Signature and Date)

.23 Install an ACN   A B C D

_____

(Signature and Date)

.24 Perform administrative change (Sked)   A B C D

_____

(Signature and Date)

.25 Perform administrative pen and ink changes   A B C D

_____

(Signature and Date)

.26 Perform backup of WC databases (Sked)   A B C D

_____

(Signature and Date)

.27 Generate a crew list (Sked)   A B C D

_____

(Signature and Date)

303 WORK CENTER SUPERVISOR (WCS) (CONT'D)

		Questions
303.2.28	Generate an event list (Sked)	A B C D

_____
(Signature and Date)

.29	Perform daily update of weekly PMS schedule	A B C D

_____
(Signature and Date)

.30	Perform weekly update of quarterly PMS schedule	A B C D

_____
(Signature and Date)

.31	Document PMR accomplished by outside activity	A B D

_____
(Signature and Date)

.32	Schedule situational requirement	A B C D

_____
(Signature and Date)

.33	Maintain the WC 13-Week Accountability Log	A B C D

_____
(Signature and Date)

.34	Place into/remove equipment from IEM status	A B C D

_____
(Signature and Date)

.35	Verify the accuracy of an EGL and update master file	A B C D

_____
(Signature and Date)

.36	Verify the accuracy of a TGL/IGL and update the master file	A B C D

_____
(Signature and Date)

303 WORK CENTER SUPERVISOR (WCS) (CONT'D)

Questions

303.2.37 Verify procedural steps listed on new/changed MRCs against installed equipment

A B D

_____
(Signature and Date)

.38 Supervise maintenance personnel performing MR

A B C D

_____
(Signature and Date)

.39 Conduct spot-check of MR utilizing Standard Tag-Out system

A B C D

_____
(Signature and Date)

.40 Conduct spot-check of MR utilizing PMS Tag-Out system (laminated)

A B C D

_____
(Signature and Date)

.41 Conduct spot-check of MR utilizing SOMS Tag-Out system (automated)

A B C D

_____
(Signature and Date)

.42 Prepare and forward a category B FBR for the following:

a. Shift of maintenance responsibility

A B C D

_____
(Signature and Date)

b. Splitting an MIP

A B C D

_____
(Signature and Date)

.43 Use and inventory the PMS Tag-Out system (laminated)

A B D

_____
(Signature and Date)

COMPLETED .2 AREA COMPRISES 50% OF WATCHSTATION.

303 WORK CENTER SUPERVISOR (WCS) (CONT'D)

303.3 INFREQUENT TASKS – None to be discussed.

303.4 ABNORMAL CONDITIONS– None to be discussed.

303.5 EMERGENCIES – None to be discussed.

303.6 WATCHES – None.

303.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

303.7.1 EXAMINATIONS Pass a written examination

_____
(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

_____
(Signature and Date)

304   DIVISION OFFICER

NAME_____ RATE/RANK_____

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A copy of this completed page shall be kept in the individual's training jacket.

_____

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified DIVISION OFFICER (NAVEDTRA 43241-H).

RECOMMENDED_____ DATE_____
                        Supervisor

RECOMMENDED_____ DATE_____
                        3-M Coordinator

RECOMMENDED_____ DATE_____
                        Division Officer

RECOMMENDED_____ DATE_____
                        Department Head

QUALIFIED_____ DATE_____
            Commanding Officer or Designated Representative

SERVICE RECORD ENTRY_____ DATE_____

304   DIVISION OFFICER

Estimated completion time: 12 weeks

NOTE: GRADUATES OF SWOSCOL DIVISION OFFICER COURSE (A-4H-0154) MAY SATISFACTORILY MEET THE REQUIRMENTS OF ALL FUNDAMENTALS FROM THIS PQS EXCEPT 102, 109, AND 110 FOR THIS PQS WATCHSTATION.

304.1   PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

304.1.1   FUNDAMENTALS FROM THIS PQS:

101   Equipment Tag-Out Procedures/Safety (Non-Automated)

Completed _____ 4% of Watchstation
          (Qualifier and Date)

102   Equipment Tag-Out Procedures/Safety For The Shift Operations
         Management System (SOMS) (Automated)

Completed _____ 4% of Watchstation
          (Qualifier and Date)

103   Basic Planned Maintenance System (PMS)

Completed _____ 4% of Watchstation
          (Qualifier and Date)

104   Advance Planned Maintenance System (PMS)

Completed _____ 4% of Watchstation
          (Qualifier and Date)

105   Basic Maintenance Data System (MDS)

Completed _____ 4% of Watchstation
          (Qualifier and Date)

106   Advanced Maintenance Data System (MDS)

Completed _____ 4% of Watchstation
          (Qualifier and Date)

304   DIVISION OFFICER (CONT'D)

304.1.1   107   Basic Shipboard Nontactical Automated Data Processing Program (SNAP)

Completed _____ 4% of Watchstation
              (Qualifier and Date)

108   Advanced Shipboard Nontactical Automated Data Processing Program (SNAP)

Completed _____ 4% of Watchstation
              (Qualifier and Date)

109   Basic Organizational Maintenance Management System Next Generation (OMMS-NG)

Completed _____ 4% of Watchstation
              (Qualifier and Date)

110   Advanced Organizational Maintenance Management System Next Generation (OMMS-NG)

Completed _____ 4% of Watchstation
              (Qualifier and Date)

111   Sked

Completed _____ 5% of Watchstation
              (Qualifier and Date)

112   Repair Parts/Supply Petty Officer

Completed _____ 5% of Watchstation
              (Qualifier and Date)

304.2   <u>TASKS</u>

For the tasks listed below:

A.   What are the steps of this procedure?
B.   What are the reasons for each step?
C.   Satisfactorily perform applicable tasks IAW automated PMS/MDS.
D.   Satisfactorily perform this task.

<u>Questions</u>

304.2.1   Validate a cycle PMS schedule   A B C D

_____
(Signature and Date)

304 DIVISION OFFICER (CONT'D)

304.2.2 Validate a quarterly PMS schedule   A B C D

_____
(Signature and Date)

.3 Validate a weekly PMS schedule   A B C D

_____
(Signature and Date)

.4 Validate FR   A B C D

_____
(Signature and Date)

.5 Verify proper documentation of equipment in IEM status   A B C D

_____
(Signature and Date)

.6 Verify accuracy and sign TGL/IGL   A B C D

_____
(Signature and Date)

.7 Conduct an audit of the PMS Tag-Out system (laminated)   A B D

_____
(Signature and Date)

.8 Conduct an audit of standard tag-out   A B D

_____
(Signature and Date)

.9 Verify WC 13-Week Accountability Log   A B C D

_____
(Signature and Date)

.10 Verify proper accountability and timeliness of SFWL/JSN Log (non-automated)   A B D

_____
(Signature and Date)

304   DIVISION OFFICER (CONT'D)

304.2.11   Review and sign a PMS FBR for each of the following:

    a.   Category A   A B C D

    _____
    (Signature and Date)

    b.   Category B technical   A B C D

    _____
    (Signature and Date)

    c.   Category B for shift of maintenance responsibility   A B C D

    _____
    (Signature and Date)

    d.   Category B for splitting an MIP   A B C D

    _____
    (Signature and Date)

    e.   Urgent FBR   A B D

    _____
    (Signature and Date)

  .12   Conduct a pre-transmittal review of the following MDS actions:

    a.   CSMP actions/work candidates   A B C D

    _____
    (Signature and Date)

    b.   COSAL FBR (SNAP)   A B C D

    _____
    (Signature and Date)

    c.   Equipment file correction (SNAP)   A B C D

    _____
    (Signature and Date)

    d.   Configuration item/alteration (OMMS-NG)   A B C D

    _____
    (Signature and Date)

304 DIVISION OFFICER (CONT'D)

304.2.13 Review Supplemental Form (OPNAV 4790/2L)   A B D

_____
(Signature and Date)

.14 Verify the accuracy of CSMP   A B C D

_____
(Signature and Date)

.15 Review parts request number (OMMS-NG)   A B C D

_____
(Signature and Date)

.16 Audit divisional supply logs   A B C D

_____
(Signature and Date)

.17 Update Department Head on division's material status   A B D

_____
(Signature and Date)

.18 Review proposed additions to work package   A B C D

_____
(Signature and Date)

.19 Conduct MR spot-check utilizing Standard Tag-Out system   A B D

_____
(Signature and Date)

.20 Conduct MR spot-check utilizing PMS Tag-Out system (laminated)   A B D

_____
(Signature and Date)

.21 Conduct MR spot-check utilizing SOMS Tag-Out system (automated)   A B D

_____
(Signature and Date)

COMPLETED .2 AREA COMPRISES 50% OF WATCHSTATION.

304   DIVISION OFFICER (CONT'D)

304.3   <u>INFREQUENT TASKS</u> – None to be discussed.

304.4   <u>ABNORMAL CONDITIONS</u>– None to be discussed.

304.5   <u>EMERGENCIES</u> – None to be discussed.

304.6   <u>WATCHES</u> – None.

304.7   <u>EXAMINATIONS</u>   (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

304.7.1   EXAMINATIONS   Pass a written examination

_____
(Signature and Date)

.2   EXAMINATIONS   Pass an oral examination board

_____
(Signature and Date)

305   DEPARTMENTAL MAINTENANCE AND MATERIAL
MANAGEMENT (3-M) ASSISTANT

NAME_____ RATE/RANK_____

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A copy of this completed page shall be kept in the individual's training jacket.

_____

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified DEPARTMENTAL MAINTENANCE AND MATERIAL MANAGEMENT (3-M) ASSISTANT (NAVEDTRA 43241-H).

RECOMMENDED_____ DATE_____
                              Supervisor

RECOMMENDED_____ DATE_____
                            3-M Coordinator

RECOMMENDED_____ DATE_____
                            Division Officer

RECOMMENDED_____ DATE_____
                            Department Head

QUALIFIED_____ DATE_____
              Commanding Officer or Designated Representative

SERVICE RECORD ENTRY_____ DATE_____

305 **DEPARTMENTAL MAINTENANCE AND MATERIAL MANAGEMENT (3-M) ASSISTANT**

Estimated completion time: 2 weeks

305.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

305.1.1 SCHOOLS:

3-M Coordinator School (J-500-0029) (RECOMMENDED)

Completed _____
            (Qualifier and Date)

.2 WATCHSTATIONS FROM THIS PQS:

303 Work Center Supervisor (WCS)

Completed _____
            (Qualifier and Date)

305.2 TASKS

For the tasks listed below:

A. What are the steps of this procedure?
B. What are the reasons for each step?
C. Satisfactorily perform applicable tasks IAW automated PMS/MDS.
D. Satisfactorily perform this task.

		Questions
305.2.1	Conduct a 3-M assessment of a department	A B C D

_____
(Signature and Date)

.2 Distribute 3-M documents to include an FR for the department   A B D

_____
(Signature and Date)

305 DEPARTMENTAL MAINTENANCE AND MATERIAL MANAGEMENT (3-M) ASSISTANT (CONT'D)

305.2.3   Assist Department Head in reviewing:

a.   Departmental MAs   A B C D

_____
(Signature and Date)

b.   PMS documentation   A B C D

_____
(Signature and Date)

c.   Departmental trouble logs (SNAP)   A B C D

_____
(Signature and Date)

d.   Proposed work package additions   A B C D

_____
(Signature and Date)

.4   Perform an evaluation of PMS performance   A B C D

_____
(Signature and Date)

.5   Check for completeness, control, and distribution of all FBRs   A B D

_____
(Signature and Date)

.6   Assist the Department Head in the administration of the Spot Check Program   A B D

_____
(Signature and Date)

.7   Collect and maintain last four completed quarterly schedules and last cycle schedule   A B C D

_____
(Signature and Date)

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

305 Departmental Maintenance and Material Management (3-M) Assistant (Cont'd)

305.3   <u>INFREQUENT TASKS</u> – None to be discussed.

305.4   <u>ABNORMAL CONDITIONS</u>– None to be discussed.

305.5   <u>EMERGENCIES</u> – None to be discussed.

305.6   <u>WATCHES</u> – None.

305.7   <u>EXAMINATIONS</u>   (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

305.7.1   EXAMINATIONS   Pass a written examination

                                           _____
                                                (Signature and Date)

    .2   EXAMINATIONS   Pass an oral examination board

                                             _____
                                                (Signature and Date)

306   DEPARTMENT HEAD

NAME_____ RATE/RANK_____

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A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified DEPARTMENT HEAD (NAVEDTRA 43241-H).

RECOMMENDED_____ DATE_____
                              Supervisor

RECOMMENDED_____ DATE_____
                             3-M Coordinator

RECOMMENDED_____ DATE_____
                            Division Officer

RECOMMENDED_____ DATE_____
                           Department Head

QUALIFIED_____ DATE_____
            Commanding Officer or Designated Representative

SERVICE RECORD ENTRY_____ DATE_____

306 DEPARTMENT HEAD

Estimated completion time: 12 weeks

NOTE: GRADUATES OF SWOSCOL DEPARTMENT HEAD COURSE (A-4H-0147) MAY SATISFACTORILY MEET THE REQUIRMENTS FOR THIS PQS WATCHSTATION.

306.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

306.1.1 WATCHSTATIONS FROM THIS PQS:

304 Division Officer

Completed _____
        (Qualifier and Date)

306.2 TASKS

For the tasks listed below:

A. What are the steps of this procedure?
B. What are the reasons for each step?
C. Satisfactorily perform applicable tasks IAW automated PMS/MDS.
D. Satisfactorily perform this task.

Questions

306.2.1 Verify department personnel are 3-M PQS qualified   A B D

_____
(Signature and Date)

.2 Manage and report material status of department to CO/XO   A B D

_____
(Signature and Date)

306 DEPARTMENT HEAD (CONT'D)

306.2.3 Review/approve department PMS/MDS documents   A B C D

_____
(Signature and Date)

.4   Check for proper distribution, validation, and use of 3-M system reports and summaries   A B C D

_____
(Signature and Date)

.5   Perform a pre-transmittal review:

    a.   CSMP actions/work candidate   A B C D

_____
(Signature and Date)

    b.   Equipment file corrections/configuration items   A B C D

_____
(Signature and Date)

    c.   Fleet COSAL FBR (SNAP)   A B C D

_____
(Signature and Date)

.6   Review and approve parts requests   A B C D

_____
(Signature and Date)

.7   Review and approve cycle and quarterly PMS schedules   A B C D

_____
(Signature and Date)

306   DEPARTMENT HEAD (CONT'D)

306.2.8   Close out previous quarter PMS schedules   A B C D

    _____

(Signature and Date)

  .9   Review and approve TGLs/IGLs   A B C D

    _____

(Signature and Date)

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

306.3   INFREQUENT TASKS – None to be discussed.

306.4   ABNORMAL CONDITIONS– None to be discussed.

306.5   EMERGENCIES – None to be discussed.

306.6   WATCHES – None.

306.7   EXAMINATIONS   (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

306.7.1   EXAMINATIONS   Pass a written examination

    _____

(Signature and Date)

  .2   EXAMINATIONS   Pass an oral examination board

    _____

(Signature and Date)

307   MAINTENANCE AND MATERIAL MANAGEMENT (3-M)
COORDINATOR

NAME_____ RATE/RANK_____

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A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR (NAVEDTRA 43241-H).

RECOMMENDED_____ DATE_____
                              Supervisor

RECOMMENDED_____ DATE_____
                            3-M Coordinator

RECOMMENDED_____ DATE_____
                           Division Officer

RECOMMENDED_____ DATE_____
                          Department Head

QUALIFIED_____ DATE_____
              Commanding Officer or Designated Representative

SERVICE RECORD ENTRY_____ DATE_____

307 **MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR**

Estimated completion time: 12 weeks

307.1   PREREQUISITES

**FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS
SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT
MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.**

307.1.1   SCHOOLS:

3-M Coordinator (J-500-0029)

Completed _____
                         (Qualifier and Date)

    .2   WATCHSTATIONS FROM THIS PQS:

    305   Departmental Maintenance and Material Management (3-M) Assistant

Completed _____
                         (Qualifier and Date)

307.2   TASKS

For the tasks listed below:

A.   What are the steps of this procedure?
B.   What are the reasons for each step?
C.   Satisfactorily perform applicable tasks IAW automated PMS/MDS.
D.   Satisfactorily perform this task.

                                                                            Questions
307.2.1   Print/obtain 3-M reports   A B C D

_____
(Signature and Date)

    .2   Conduct ship's 3-M assessment   A B C D

_____
(Signature and Date)

307 MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR (CONT'D)

		Questions
307.2.3	Review and distribute ship's FR package	A B C D
	_____ (Signature and Date)	
.4	Make entries to Master Change Service Accountability Log	A B D
	_____ (Signature and Date)	
.5	Check PMS/MDS documents for completeness	A B C D
	_____ (Signature and Date)	
.6	Submit PMS/MDS documents	A B C D
	_____ (Signature and Date)	
.7	Coordinate requisition and distribution of all 3-M system documents	A B C D
	_____ (Signature and Date)	
.8	Maintain files of 3-M directives and service briefs	A B C D
	_____ (Signature and Date)	
.9	Maintain PMS master file	A B C D
	_____ (Signature and Date)	
.10	Review, serialize, and date all PMS FBRs prior to submission	A B D
	_____ (Signature and Date)	
.11	Review the CSMP for accuracy	A B C D
	_____ (Signature and Date)	

307 MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR (CONT'D)

307.2.12 Prepare and submit weekly/monthly PMS reports   A B C D

_____
(Signature and Date)

.13 Brief 3-M manager on all matters pertaining to 3-M   A B D

_____
(Signature and Date)

.14 Conduct/coordinate 3-M training   A B C D

_____
(Signature and Date)

.15 Conduct pre-transmittal review of the following:

   a. CSMP actions/work candidate (2 times)   A B C D

_____
(Signature and Date)

_____
(Signature and Date)

   b. Equipment file corrections/configuration items (2 times)   A B C D

_____
(Signature and Date)

_____
(Signature and Date)

   c. COSAL FBR (SNAP)   A B C D

_____
(Signature and Date)

.16 Review options available under work package management:

   a. Accept proposed additions to work package   A B C D

_____
(Signature and Date)

307   MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR (CONT'D)

307.2.16   b.   Add job to work package   A B C D

_____
(Signature and Date)

c.   Delete job from work package   A B C D

_____
(Signature and Date)

d.   Review work package outputs   A B C D

_____
(Signature and Date)

e.   Modify valid tending unit codes   A B C D

_____
(Signature and Date)

.17   Review following options available under subsystems' manager function:

a.   Add new user   A B C D

_____
(Signature and Date)

b.   Modify user access   A B C D

_____
(Signature and Date)

c.   Delete user   A B C D

_____
(Signature and Date)

.18   Review options of batch processing menu (SNAP I)   A B C D

_____
(Signature and Date)

.19   Review/modify WC data   A B C D

_____
(Signature and Date)

307   **MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR (CONT'D)**

307.2.20   Update SUD   A B C D

_____
(Signature and Date)

.21   Update logistics support data   A B C D

_____
(Signature and Date)

.22   Add/modify/delete SEF   A B C D

_____
(Signature and Date)

.23   Coordinate equipment file corrections/validations   A B C D

_____
(Signature and Date)

.24   Download ASI product through RAD (2 times)   A B C D

_____
(Signature and Date)

_____
(Signature and Date)

.25   Print and review the following MDS/OMMS reports (SNAP):

a.   Equipment File Analysis Report   A B C D

_____
(Signature and Date)

b.   Ship's organizational file   A B C D

_____
(Signature and Date)

307 MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR (CONT'D)

307.2.25 c. Suspense Statistical Summary Report   A B C D

_____
(Signature and Date)

     d. SOEAPL   A B C D

_____
(Signature and Date)

.26 Process ASI (2 times)   A B C D

_____
(Signature and Date)

_____
(Signature and Date)

.27 Process ASI reports (2 times)   A B C D

_____
(Signature and Date)

_____
(Signature and Date)

.28 Interpret a Transaction and Error Identification Report and forward to CDM   A B C D

_____
(Signature and Date)

.29 Upline CSMP updates through RAD (2 times)   A B C D

_____
(Signature and Date)

_____
(Signature and Date)

307 MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR (CONT'D)

Questions

307.2.30   Upline CSMP via MRMS (2 times)   A B C D

_____
(Signature and Date)

_____
(Signature and Date)

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

307.3   INFREQUENT TASKS – None to be discussed.

307.4   ABNORMAL CONDITIONS– None to be discussed.

307.5   EMERGENCIES – None to be discussed.

307.6   WATCHES – None.

307.7   EXAMINATIONS   (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

307.7.1   EXAMINATIONS   Pass a written examination

_____
(Signature and Date)

.2   EXAMINATIONS   Pass an oral examination board

_____
(Signature and Date)

QUALIFICATION PROGRESS SUMMARY FOR
MAINTENANCE AND MATERIAL MANAGEMENT (3-M)

NAME_____ RATE/RANK_____

This qualification progress summary is used to track the progress of a trainee in the watchstations for this PQS and ensure awareness of remaining tasks. It should be kept by the individual or in the individual's training jacket and updated with an appropriate signature (Training Petty Officer, Division Officer, Senior Watch Officer, etc.) as watchstations are completed.

---

301   MAINTENANCE PERSON

Completed _____ Date_____
                 (Signature)

---

302   REPAIR PARTS/SUPPLY PETTY OFFICER

Completed _____ Date_____
                 (Signature)

---

303   WORK CENTER SUPERVISOR (WCS)

Completed _____ Date_____
                 (Signature)

---

304   DIVISION OFFICER

Completed _____ Date_____
                 (Signature)

QUALIFICATION PROGRESS SUMMARY FOR
MAINTENANCE AND MATERIAL MANAGEMENT (3-M) (CONT'D)

305   DEPARTMENTAL MAINTENANCE AND MATERIAL MANAGEMENT (3-M) ASSISTANT

Completed _____ Date_____
                  (Signature)

306   DEPARTMENT HEAD

Completed _____ Date_____
                  (Signature)

307   MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR

Completed _____ Date_____
                  (Signature)

LIST OF REFERENCES USED IN THIS PQS

CINCLANTFLT/CINCPACFLTINST 4790.3, Joint Fleet Maintenance Manual, Vol. IV

COMNAVSURFPACINST 5101.2H CH-1, Equipment Tag-Out Procedures

Micro SNAP II Maintenance Data Subsystem (MDS) Desk Top Guide

Naval Tactical Command Support System (NTCSS) Systems Administration Manual

NAVMASSO Document M-0004/UM-0001F (Sep 88), Shipboard Nontactical ADP Program (SNAP) II Maintenance Data Subsystems (MDS) User's Manual

NAVMASSO Document M-0130-003/UM-003.2 (01Jul 96), Shipboard Nontactical ADP Program (SNAP) I Organizational Maintenance Management System (OMMS) User's Manual

NAVMASSO M-0004/UM-001H (1 Mar 93), Shipboard Nontactical ADP Program (SNAP) II Maintenance Data System (MDS) User's Manual

NAVSEA S0404-AD-URM-010/TUM, Tag-Out User's Manual (TUM)

NAVSEA SE610-BV-PRO-020, SNAP II Desk Top Guides, Vol. 2, CSMP (2K) Maintenance Procedures

NAVSEA SE610-BV-PRO-030, SNAP II Desk Top Guides, Vol. 3, CK Maintenance Procedures

NAVSEA SE610-BV-PRO-010 (1 Jul 95), SNAP II Desk Top Guides, Vol. 6, MDS Reports

NAVSEA SE610-BV-PRO-010 (1 Jul 95), SNAP II Desk Top Guides, Vol. 5, ASI Processing Procedures

NAVSEA SE610-BV-PRO-010 (1 Jul 95), SNAP II Desk Top Guides, Vol. 4, Work Package Processing Procedures

NAVSEA SL790-AB-URM-010/3-M, Ships' Maintenance and Material Management Data System Users Manual

NAVSEA SO752-AA-SPN-010/SCLSIS Technical Specification 900-700-C, Ship Configuration and Logistics Support Information System

NAVSEASYSCOM Document No. IS-276, RADCOM for Windows Installation Guide

NAVSUP P-485, Naval Supply Procedures, Afloat Supply, Vol. 1

NAVSUPINST 4200.94, Department of Navy Policies for the Implementation of the Government-Wide Commercial Purchase Card Program (GCPC)

OMMS-NG User's Guide/System Help Files

OPNAVINST 3120.32C, Standard Organization and Regulations Manual of the U.S. Navy (SORM)

OPNAVINST 3500.39, Operational Risk Management

OPNAVINST 4790.4C, Ships' Maintenance and Material Management (3-M) System Manual

OPNAVINST 5100.19C, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat

OPNAVINST 5100.23D, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Ashore

Shift Operations Management System (SOMS) Computer Program

Sked Help Files

SPCCINST 4441.170A, Coordinated Shipboard Allowance List (COSAL) Use and Maintenance Manual

Personal Qualification Standard
Feedback Form

From_____ Date_____

Via_____ Date_____
                                        Department Head

Activity _____

Mailing Address_____

Email Address _____DSN_____

PQS Title_____NAVEDTRA_____

Section Affected_____

Page Number(s)_____

_____

For faster response, you may email your feedback to the PQS Development Group at: *n34.pqs@cnet.navy.mil*. Please include the above information so that we may better serve you.

_____

Remarks/Recommendations (Use additional sheets if necessary):

(FOLD HERE)

DEPARTMENT OF THE NAVY

_____
OFFICIAL BUSINESS

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(FOLD HERE)